



MEMORANDUM

TO : ALL PROGRAMS, DEPARTMENTS, DIVISION AND EXECUTIVE OFFICE
DIRECTORS

FROM : *Valentina U. Sallis*
Valentina U. Sallis, HRIS Supervisor
Department of Personnel Management

Lita Sam
Lita Sam, Payroll Supervisor
Office of the Controller

DATE : September 3, 2014

SUBJECT: **PAF Submission Schedule**

This memorandum is to establish deadlines for the submission and processing of Personnel Action Forms (PAF) for fiscal year 2015. Adherence to the deadlines is necessary to allow Personnel and Payroll sufficient time to review and process the PAFs in accordance with the established deadlines. Attached is the deadline schedule for your information.

Programs are reminded to ensure all PAFs are complete and submitted appropriate documentation supporting each personnel action form. PAFs that are incomplete, lack supporting documentation or require correction will be immediately returned to the program. Supervisors are responsible for ensuring that established personnel policies and procedures are followed before signing the PAFs.

Your cooperation and adherence to these deadlines is expected. If you need assistance or have any questions regarding personnel or payroll issues, please do not hesitate to call us. Thank you.

Attachment

CONCURRENCE:

DISTRIBUTION:

Bernadette Bernally 9.4.14
Bernadette Bernally, Director
Department of Personnel Management

**PERSONNEL ACTION FORM (PAF) SUBMISSION
SCHEDULE
FISCAL YEAR 2015**

PAY CYCLE	BEGIN DATE	END DATE	CHECK DATE	DATE DUE TO DPM
1	09/20/2014	10/03/2014	10/15/2014	09/19/2014
2	10/04/2014	10/17/2014	10/29/2014	10/03/2014
3	10/18/2014	10/31/2014	11/12/2014	10/17/2014
4	11/01/2014	11/14/2014	11/26/2014	10/31/2014
5	11/15/2014	11/28/2014	12/10/2014	11/14/2014
6	11/29/2014	12/12/2014	12/24/2014	11/28/2014
7	12/13/2014	12/26/2014	01/07/2015	12/12/2014
8	12/27/2014	01/09/2015	01/21/2015	12/26/2014
9	01/10/2015	01/23/2015	02/04/2015	01/09/2015
10	01/24/2015	02/06/2015	02/18/2015	01/23/2015
11	02/07/2015	02/20/2015	03/04/2015	02/06/2015
12	02/21/2015	03/06/2015	03/18/2015	02/20/2015
13	03/07/2015	03/20/2015	04/01/2015	03/06/2015
14	03/21/2015	04/03/2015	04/15/2015	03/20/2015
15	04/04/2015	04/17/2015	04/29/2015	04/03/2015
16	04/18/2015	05/01/2015	05/13/2015	04/17/2015
17	05/02/2015	05/15/2015	05/27/2015	05/01/2015
18	05/16/2015	05/29/2015	06/10/2015	05/15/2015
19	05/30/2015	06/12/2015	06/24/2015	05/29/2015
20	06/13/2015	06/26/2015	07/08/2015	06/12/2015
21	06/27/2015	07/10/2015	07/22/2015	06/26/2015
22	07/11/2015	07/24/2015	08/05/2015	07/10/2015
23	07/25/2015	08/07/2015	08/19/2015	07/24/2015
24	08/08/2015	08/21/2015	09/02/2015	08/07/2015
25	08/22/2015	09/04/2015	09/16/2015	08/21/2015
26	09/05/2015	09/18/2015	09/30/2015	09/04/2015